

Research Technician 2

Position Summary

Under the general supervision of the Research Analyst Supervisor of the Labor Market Information Section (LMI) and at the direction of a Research Analyst-Leadworker, this position is responsible for participating in the operation of the cooperative federal-state Occupational Employment Statistics/Wage Program (OES/Wage) or the Quarterly Census of Employment and Wages (QCEW). Duties include: editing and implementing corrections to employer-reported data, processing survey instruments including classification of responses based on reading and implementing program documentation provided by the Bureau of Labor Statistics; and updating address information necessary to the survey process. The position also telephones Wisconsin employers for clarification and explanation of data reported, to obtain omitted information, miscellaneous data processing and other tasks as assigned.

Time %

Goals and Worker Activities

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| 80% | A. | <p>Participate in the QCEW program activities to implement BLS program definitions, data collection requirements and procedures.</p> <p>A1. Assist staff with survey handling, processing and applying categorical rules to classify responses as directed by the Leadworker and based on documented BLS program deliverable requirements.</p> <p>A2. Identify and communicate operational problems in handling and processing of surveys to the Leadworker and recommend corrective actions as needed to insure efficient and accurate unit production.</p> <p>A3. Work with the Leadworker to insure survey processing is consistent with the broader unit plans, and operational requirements as required by BLS training and documentation.</p> <p>A4. Monitor and modify as necessary address and contact information, track and propose corrective actions for undeliverable mail through the applications of standard software packages and documentation requirements</p> <p>A5. Contact non-responding survey participants and solicit participation in the survey.</p> |
| 15% | B. | <p>Provide input to OES/QCEW program operations concerning scheduled and ad hoc survey data collection.</p> <p>B1. Make recommendations to survey processing schedule to meet state needs and BLS requirements.</p> |

B2. Participate with other members of the OES/QCEW units to design improved methods of processing program data.

B3. Coordinate with the Leadworker(s) the design of special pamphlets and brochures for use in explaining program statistics to the public.

B4. Provide data entry support to each program.

5% C. Miscellaneous tasks as assigned.

C1. Provide ancillary services and short-term project support in other BLS funded programs as needed.

C2. Other miscellaneous tasks as assigned by the Research Analyst Supervisor.

Knowledge and Skills Required by the RT 2 Position

Considerable knowledge of the Federal and State Employment and Wage Information Program needs and reporting requirements. (A1, A3, A4 B1, B2, B3, C1, C2)

Considerable knowledge of confidentiality/privacy issues, principles, practices, requirements, and policies. (A1- A4, B1-B3, C1, C2)

Considerable knowledge of the other BLS directed Federal/State Labor programs and the consequences that program changes may have on related programs. (A1, A4, B1, B2)

Considerable knowledge of the use and operation of word processing programs, spreadsheets and database management programs, such as WINDOWS, WORD and EXCEL. (A1-A4, B1, B2, B4, C1, C2)

Knowledge of mainframe data entry. (A1, A2, A4, B2, B4, C1, C2)

Knowledge of survey-data analysis procedures. (A1-A4, B2, B3,)

Extensive skill in interpersonal communications necessary to ensure cooperation of survey respondents. (A2, A5)

Considerable knowledge of Wisconsin's economy and its industry employment patterns, employer composition, and the unique traits of businesses found in different areas of the state. (A1, A3-A5, B1, B2, B3, C1, C2)

Considerable knowledge of USPS mail handling and addressing protocols. (A1-A5, B1, B2, B4, C1, C2)

II. PERSONAL CONTACTS AND THEIR PURPOSE

Several times daily with employers and other agency personnel by telephone to persuade them to provide needed data, to obtain corrections on data previously provided, or to explain technical concepts in use of the information.

Several times a month with data processing staff to coordinate work flow, document programs and systems and to resolve problems.

More than once a month, provides feedback on proposed BLS program changes or problems related to meeting contract obligations or special explanations of what is happening to the Leadworker or to the LMI Section Chief.

Daily with LMI staff to provide direction and instruction on special survey results and applications.

III. DISCRETION AND ACCOUNTABILITY

- A. General objectives and guidelines are provided by the BLS along with overall timetables and /or report dates. Incumbent may negotiate modifications of the guidelines and timetables with BLS in consultation with the Leadworker or the Supervisor.
- B. This position can modify or change priorities on survey management in consultation with the Leadworker to make changes in operational sequences and timetables.
- C. Progress is reported informally on an ongoing basis, at least monthly. Work is not routinely reviewed.

IV. PHYSICAL DEMANDS

Describe the nature, frequency, and intensity of an unusual physical demands placed on the incumbent of the position.

None.

V. WORK ENVIRONMENT

Describe any unique or unusual physical surroundings in which an incumbent of the position works and any special safety regulations or precautions that must be observed.

None.